**USD #399 Board of Education Policy Adopted August, 2017**

**Unpaid Meal Charges**

Notices will be sent by the secretary on a regular basis to notify parents that payment is need for additional meals prior to exhaustion of funds and any past due balances.  Students will not be allowed to charge extra milk once the account is negative.  If no effort is made to pay, the debt may be turned over to the superintendent or superintendent’s designee for collection in accordance with board policy DP.  If no attempt is made to pay the debt within 10 days of mailing the final notice of a negative account balance under policy DP, the debt will be turned over to the State of Kansas Set-Off Program.  Information on the program can be found at [KSSetoff@ks.gov](mailto:KSSetoff@ks.gov).  Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.  The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students who transfer into the district at the time of transfer.  The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy.

Records of how and when it is communicated to households will be retained.  Elementary lunches will be eaten in the Jr/Sr High Commons area. Jr/Sr High students will also eat in the commons area.  If you would like to eat with your child, please call at least 24 hours in advance so that the cooks can prepare an additional meal.  Lunch may be purchased from the lunch program or brought from home.  Milk may be purchased to supplement lunches brought from home.  Breakfast will be served daily starting at 7:40 am.  Students that eat breakfast should arrive at 7:40am so they can be ready for class to begin at 8:00am.  All students are welcome to eat breakfast.  Lunch will begin at 11:00am.  Preschool milk is offered and afternoon milk for grades K-5 is also offered.  All elementary students eat on the gym stage for breakfast.

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.  The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.  Free or reduced lunches do not include extra milk or milk for snacks.